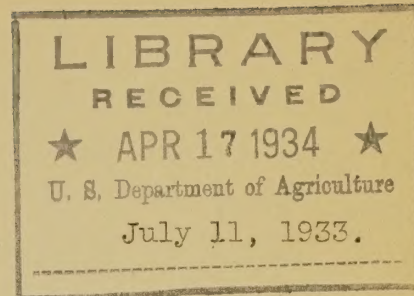


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AGRICULTURAL ADJUSTMENT ADMINISTRATION  
CONTRACT RECORDS UNIT  
WASHINGTON, D. C.



MEMORANDUM FOR MR. Z. R. PETTET:  
Principal Administrative Officer,  
Contract Records Unit

My dear Mr. Pettet:

All employees in the Contract Records Unit, Agricultural Adjustment Administration, will be required to verify their Civil Service Status before their names will go on the payroll.

In order to expedite the handling of this verification, all employees should report to the Personnel Office; to Mr. Evans, or such other employees as may be designated to handle this work, at some time outside of their regular working hours.

A list of accredited employees will be prepared for each recognized Government agency which has sent people to us, such as the Bureau of the Census, the Interstate Commerce Commission, the Department of Commerce bureaus, (other than the Census), etc. These lists will be sent to the Chief Clerk of the particular department or unit for verifying. All employees who do not fall in these accredited groups will be required to go to the Civil Service Commission and secure verification of their status for temporary employment. A form will be furnished each such employee by the Personnel Office which should be taken to the Commission, approved and returned to the Personnel Office.

The only exception to the above requirements are the comptometer operators, who were appointed after the Civil Service lists of eligibles were exhausted.

Any employees who have misrepresented their Civil Service status will be dismissed.

It is imperative that this matter be given prompt attention, in order that the employees' names may be placed upon the payroll to be prepared for the first half of the current month.

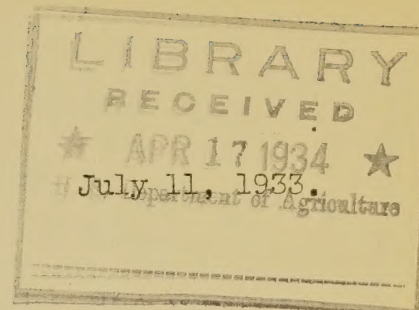
F. J. HUGHES  
Administrative Assistant





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AGRICULTURAL ADJUSTMENT ADMINISTRATION  
CONTRACT RECORDS UNIT  
WASHINGTON, D. C.



Memorandum No. 8.

To Supervisors and Assistant Supervisors:

The last sentence of paragraph 36 of General Instructions reads: "Applicant cannot elect to take both benefits 11 (1) and 11 (2)." If, however, the applicant has stated that he wishes to have election (1) apply to a definite number of acres and election (2) apply to a definite number of acres not included in election (1), then the following plan should be followed:

The figures at the top of the original offer, if the offer is otherwise acceptable, should be made to conform to the acres offered and the yield given in one of the elections and a new offer should be prepared conforming to the acres offered and the yield given in the other election. Thus, if the producer wishes 8 acres estimated to yield 150 pounds to be covered by election (1) and 10 acres estimated to yield 200 pounds to be covered by election (2), then the procedure should be to let either the 8 or the 10 acres remain at the top of the original offer with the corresponding yield and code for the election chosen, and a second offer shall be prepared for the remaining acres offered and the corresponding yield and the code for that election. The acres of cotton planted in 1933 should be divided proportionally between the two offers. The essential information should be copied on the second offer with a cross reference on the two offers as follows: On the original offer should be written the words "This offer has been reduced in the Washington office by transferring to Offer No. \_\_\_\_\_, \_\_\_\_\_ offered acres", and on the new offer the following words "This offer has been prepared in the Washington office and is a part of Offer No. \_\_\_\_\_ of this county". Before a new offer can be made the supervisor of the section making the new offer should consult with the numbering section as to the serial number given to the new offer and a notice should be prepared for the county agent advising him of the change made. Such new offers should be prepared by the Supervisor or Assistant Supervisor using red (or green) ink. Only the items shown at the top of the offer and the name and address of the producer should be entered on the new offer.

Where the producer divides the offered acres and the corresponding yield though only one election is chosen, then such offers will be handled in a manner similar to that described above where both elections were chosen.

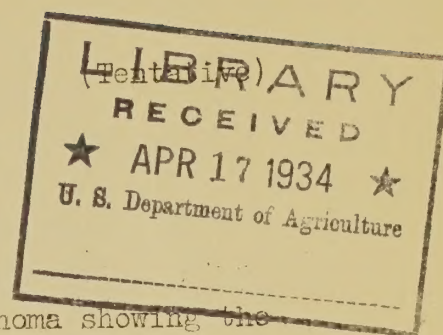
Z. R. Pettot,  
Principal Administrative Officer  
in Charge, Contract Records Unit.





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AGRICULTURAL ADJUSTMENT ADMINISTRATION  
CONTRACT RECORDS UNIT  
WASHINGTON, D.C.



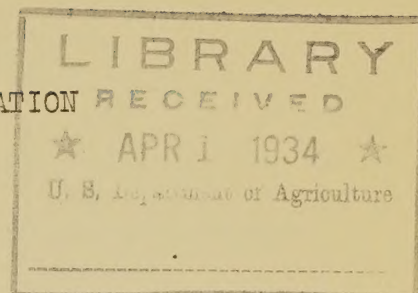
The following is a list of counties in Oklahoma showing the number of round bales of cotton ginned in 1929. Round bales 250 pounds.

Beckham	8,359	McIntosh	3,840
Blaine	2,334	Marshall	620
Bryan	1,887	Murray	1,478
Choctaw	2,185	Muskogee	12,214
Garvin	6,750	Pittsburg	456
Greer	794	Pototoc	737
Harmon	5,616	Pottawatomie	5,131
Haskell	246	Pushmataha	955
Hughes	634	Roger Mills	1,528
Jackson	3,851	Sequeyah	759
Johnston	1,277	Tillman	4,515
Le Flore	2,979	Tulsa	2,987
Lincoln	1,620	Wagoner	2,611
Love	3,058	Washita	2,791



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AGRICULTURAL ADJUSTMENT ADMINISTRATION RECEIVED  
CONTRACT RECORDS UNIT  
WASHINGTON, D. C.



July 12, 1933.

Memorandum to Section Chiefs and Supervisors:

Section chiefs and supervisors are instructed to immediately secure a complete file of all instructions issued to date, and see that they have them on hand for immediate reference at any time. Immediate compliance must be made with all instructions, as to reports upon clerks and other matters. Be sure that the daily report of work is filed properly with my secretary. The name of the supervisor should appear upon the list as well as the section number and the type of work being performed.

Z. R. Pettet,  
Principal Administrative Officer in  
Charge, Contract Records Unit.

ZRP:K

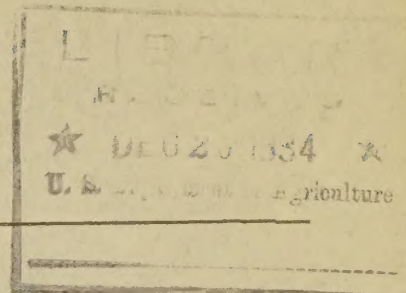






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AGRICULTURAL ADJUSTMENT ADMINISTRATION  
OFFICE OF THE COMPTROLLER  
Rental-Benefit Audit Section



Date \_\_\_\_\_

STATUS OF 193\_\_\_\_\_ CONTRACT

TO: Rental-Benefit-Adjustment Section FROM: Contract Termination Section

State, County, Serial \_\_\_\_\_

Name of Producer \_\_\_\_\_ Plow up or First Payt. \_\_\_\_\_  
Check No. \_\_\_\_\_

Date of Contract \_\_\_\_\_ Amount of Check \_\_\_\_\_

Bales Optioned \_\_\_\_\_ Date of Check \_\_\_\_\_  
Option or second payt. \_\_\_\_\_  
C-4 \_\_\_\_\_ Check no. \_\_\_\_\_

C-5A Exercised \_\_\_\_\_ Check No. \_\_\_\_\_

Direct Sale (C-9 No.) \_\_\_\_\_ Amount \_\_\_\_\_

Cotton Pool (C-9 No.) \_\_\_\_\_ Amount \_\_\_\_\_

Date \_\_\_\_\_

Is Option Pledged--to whom? \_\_\_\_\_

Date of Acceptance \_\_\_\_\_

\_\_\_\_\_  
E. E. Glover,  
Consulting Auditor

Returned to the consulting auditor with the following information:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_ Section \_\_\_\_\_



